

## **JOB OPPORTUNITY**

Posting Date

### **MASSACHUSETTS TRIAL COURT**

Job Description and Qualifications  
for  
Family Law Facilitator

**All Applications must be received by:**

#### **POSITION SUMMARY:**

Working within a Division of the Probate and Family Court, the Family Court Facilitator will provide assistance to indigent and financially disadvantaged individuals to access the court concerning the process of establishing parentage, establishing, modifying and enforcing child and spousal support and custody and visitation orders, guardianship and child welfare matters and will perform related legal and administrative duties. The Family Law Facilitator will be hired by the Register of Probate, in consultation with the First Justice.

#### **MAJOR DUTIES:**

Meets with indigent and financially disadvantaged parents to inform them of Probate and Family Court procedures and the rules and statutes concerning child support, spousal support, maintenance of health insurance, domestic violence, child custody and visitation and guardianship and child welfare matters.

Provides educational material to parents and guardians concerning the procedures for establishing parentage, establishing, modifying and enforcing child support, divorce, paternity, guardianship and adoption including custody, visitation, health insurance orders and petitions for guardianship and adoption.

Assesses service needs of litigants and refers individuals, as appropriate, to the Department of Revenue, the Probation Office, the Registry of Probate, Domestic Violence Advocates, Legal Services, Bar Association Reduced Fee and Referral Programs, Local Dispute Resolution Coordinator, Lawyer for the Day, District Attorney, Department of Social Services and community agencies and resources which provide services to parents and children.

Reviews files, examines documents, assists with the preparation of Financial Statements and child support guidelines worksheets, provides assistance in completing forms, reviews stipulations and other proposed agreements, determines status of cases and otherwise assists with the preparation and expediting of matters for hearing.

Assists with the coordination of the Lawyer for the Day Program.

Collaborates with [local] Bar Association in the development of educational programs that will assist indigent and financially disadvantaged litigants to gain meaningful access to the Probate and Family Court.

Advises parties, in appropriate cases, of the availability of genetic marker testing and, when appropriate, assists with the execution of a Voluntary Acknowledgment of Parentage after determination of genetic marker testing results.

Advises parties concerning the service of summons and other notices.

Advises parties concerning attendance at parent education classes.

Facilitates requests for expedited hearings of Complaint for Modification in cases where the litigant provides written documentation that he or she is unemployed or is temporarily or permanently disabled.

Provides an explanation of Child Support Guidelines and their use in child support matters.

Assist the court to verify income and health insurance costs.

Performs related duties as required.

#### **SUPERVISION RECEIVED:**

The Family Law Facilitator will be supervised by the Register of Probate in accordance with the policies promulgated by the Chief Justice of the Probate and Family Court Department and will respond to requests for assistance in the processing of cases from the judges sitting in the Division.

#### **POSITION REQUIREMENTS:**

Admission to the practice of law in Massachusetts.

Familiarity with domestic relations practice in the Probate and Family Court Department.

Knowledge of the statutes, case law and court rules relating to the establishment of paternity and the establishment, modification and enforcement of child and spousal support, custody and visitation.

Strong interpersonal skills and the ability to work effectively with judges, court staff, attorneys, and the public.

Ability to communicate clearly and effectively.

Ability to analyze administrative problems and develop feasible solutions.

Ability to handle confidential matters with sensitivity.

Ability to work independently and establish work priorities.

Knowledge of and the ability to use personal computers and related software including Microsoft Windows and Word Perfect.

**SALARY RANGE:**            Level 17

Completed Trial Court application and resume should be forwarded to:

Applications for Employment are available at all court locations and at the Administrative Office or may be downloaded from <http://www.mass.gov/courts/jobs> or from the Trial Court Intranet web site at <http://trialcourtweb.jud.state.ma.us/jobs> .

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